

Kenton County Airport Board
External Passenger Safety Meeting Minutes
September 15, 2021

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:48 a.m. on September 15, 2021, at Concourse A, Housekeeping area, Ramp level

II. Roll call

III. Review/Discuss Open Items from Action Item List

- a) Reminded group of the scope/purpose of the meeting referring to the charter document previously shared.
- b) Shared examples of the internal passenger safety action item list for the purposes of helping the group understand implications/suggestions/issues that could affect the passenger travel ribbon.

IV. New business

Safety

Wendi Orlando shared the following:

Masks

- The current federal mask requirement will remain in effect until January 18, 2022. Due to limited supply of masks, they have been removed from the bridge and will be put back out during the holiday season. If your team would like to record an announcement regarding masks, please let us know.

Construction

- Please be mindful of your surroundings inside and outside of the terminal and facilities.

Operations

Hannah Meredith advised of the following:

- A dumpster has been put out by the triturator solely for wood pallets. We will schedule pickups for having it emptied.
- Overnight parking at Concourse A – our team is looking at your schedules and looking at those frequent aircraft that are scheduled to be overnight, a schedule is being created to put them in so that you no longer need to call AOC every day to request the same gates. However, if you have a change the day of or day before, that will still need to be coordinated with AOC. Schedules will be posted on the Sharesite.

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- CONRAC tours will be offered on October 22nd and October 23rd at 11am-12:30pm and 6pm-7:30pm.
- The Smoking Room at Concourse B is open.
- Spill Prevention control plans – We will be reaching out to see if we can get a copy of your spill prevention control plan to understand what your processes are in the event of a spill and how we can support you.
- If you know of any inspections coming up, please reach out to us as far in advance as possible for any questions you may need answered.

Other Advisories:

- Wendi Orlando informed group that Honor Flight will be held on September 21st in the lower level of the Terminal for check in and the ceremony.
- Chris Heitzman reminded everyone that the CONRAC will be opening in October. Be prepared for changes, shuttle services will no longer be on the curb, many definite advantages.
- Archie Carper shared that a procedure sheet will be handed out to ticket counter agents on who to call if a passenger is having issues with the cash/credit card machine on the Ticketing level.

V. Adjournment

Wendi Orlando adjourned the meeting at 10:04 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando

KCAB Safety Structure



Passenger Safety Committee Charter

Safety is a shared responsibility and all are accountable for its promotion. Communication and staff participation are the primary keys of success. Success is attainable by effectively mitigating risk and providing a safe facility for airport staff, tenants, and passengers.

Mission

The Passenger Safety Committee will align safety with the functions of the Airport, its tenants, passengers, and contractors. The committee will be comprised of multiple department representatives responsible for identifying passenger related safety concerns in and around all Airport facilities, identifying safety trends and will take corrective action, as needed. Action items will be tracked to ensure proper assignment and completion in a timely manner to mitigate risk. The Passenger Safety Committee will support the Airfield Safety Committee, Construction Safety Committee, the Worker Safety Committee, and the Facility Safety Committee creating overlap to promote effective safety communication.

Primary Objectives

- Identify actionable passenger related hazards such as:
 - Trips/slips/fall hazards
 - Emergency Evacuation Conditions
 - Bio-hazards response
 - Prevention and Mitigation of Disease Transmission
- Hazards identified through multiple channels to include, but not limited to:
 - KCAB post-event alerts/notifications of passenger-related events,
 - Written, phone, email, or other means of communication to the sub-committee member(s) from internal staff, other sub-committees, and external key-stakeholders,
 - Committee-level meetings (noted in meeting minutes and/or action list).
- Document and trend available passenger-related hazard/risk data
- Propose solutions or preventative measures to the KCAB Safety Council
- Document resolutions and/or actions underway towards resolution
- Coordinate passenger-related corrective and/or procedural communications among key stakeholders
- Summarize sub-committee progress for the KCAB Safety's Accountable and/or Responsible Executive upon request

Secondary Objectives

- Offer assistance and representation on other safety sub-committees.
- Assist the Safety Council and other sub-committees with procedural communications among key stakeholders.

Key Participants:

Internal

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| ▪ Facilities Maintenance | ▪ Customer Service: Terminal Operations & Relations |
| ▪ Commercial and Business Development | ▪ Police |
| ▪ Planning and Engineering | ▪ ARFF |

External

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| ▪ Airlines | ▪ TSA |
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Other Key Participants/ Subject Matter Experts invited, as needed.

